

Running Existing Spreadsheet Views

Topic Objectives

After completing this topic, you will be able to:

- Run an existing spreadsheet view
- Limit the data selection in an existing spreadsheet view
- Zoom to more detailed information from your view
- Print a view

Topic Overview

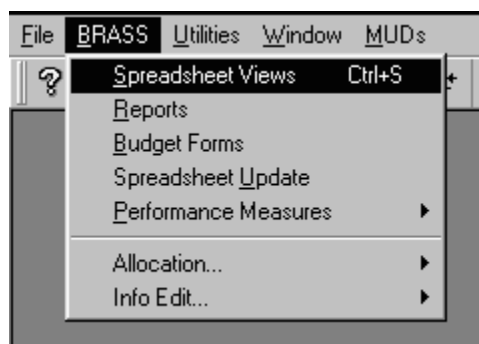
The budget preparation system is built around the concept of flexible spreadsheets, consisting of lines and columns that can be easily viewed by the user. Spreadsheets are flexible and have the built-in capability of a database engine. The user can select specific agency/organizations, appropriations, decision items, funds, job classes, columns, and objects to examine. Viewing data is restricted to a user's security access.

Budget preparation users will be able to create their own spreadsheet views, as well as run public views created by system administrators.

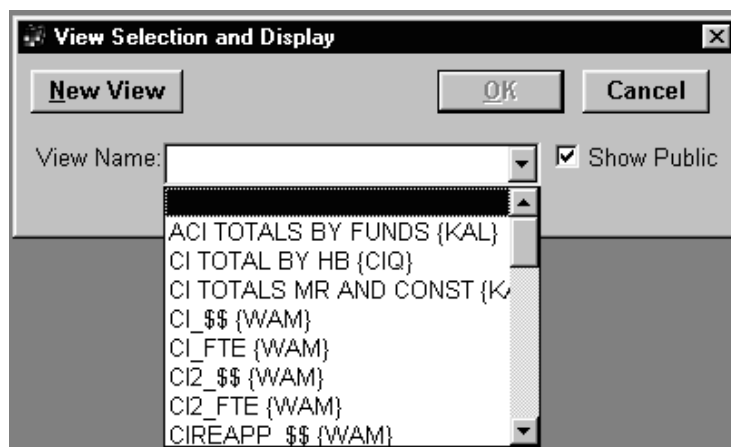
In this section, you will learn to run Spreadsheet Views that have been created by the System Administrator. Later in the course, you will learn to create your own views.

Running a Spreadsheet View

To access a view created by the System Administrator, select Spreadsheet Views from BRASS menu as shown below:



The View Selection and Display screen should display as shown below:



Enter the following information:

- Check the **Show Public** box to see Public Views created by the System Administrator. If you do not check this box, only the views you created will display.
- **View Name:** Single click the dropdown arrow. Select the View you wish to run. For training, a public view has been established for each trainee. For production, clicking Show Public will show the views available to you.

After selecting the view to run, the default information will appear on your screen as shown below. Four areas appear on the screen Approp, Other, Sections, and Decltem.

You are able to change this information to meet the needs of your view. You cannot, however, change the lines (objects) or columns selected in the view. These have been pre-established by the System Administrator. To view other columns or lines, you will need to create your own view.

Selecting Appropriations

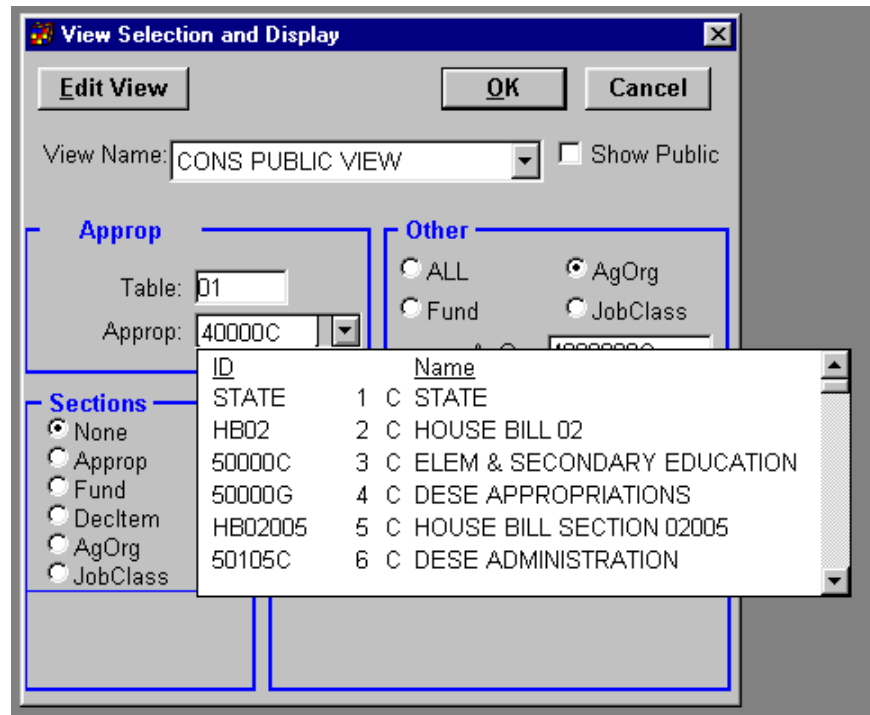
The **Approp** area of the View Selection and Display screen contains two selections to create a view.

Table: You can change the Appropriation Hierarchy and the Appropriation code to be included in your view. You should always use Hierarchy Table 01 unless notified otherwise.

Approp: You can choose a single non-consolidating appropriation number or a consolidating appropriation code for your view. If you choose a consolidating level, your view will pull information for this appropriation and all of its children.

When running a public view, it is possible that the default **Approp** selection includes an Appropriation outside of your security

branch. If you run a view with for an Appropriation code outside of your security branch, you will receive an error and have to re-open the view. Because of this, you should always select your appropriation code from the dropdown box before executing the view. Only appropriation codes you have access to will appear in the dropdown menu.



Selecting Funds, Job Classes, AgOrgs

The **Other** area of the View Selection and Display screen contains four selections to create a view.

You may choose to limit the data presented in your view by selecting a certain Fund, AgOrg, or Job Class in the Other Section. To include all Funds, Job Classes, and AgOrgs single click **ALL**.

Because of the large amount of data, you should only select **ALL** if the **Sections** selection is **None**.

If you choose to include only part of your Fund, Job Class, or Agency/Org data, choose which attribute you will use for selection and click the radio button next to that attribute. A selection box for that attribute, based on its Consolidation Table, will be displayed at

the bottom of the **Other** section of the window, as in the case of funds illustrated below:

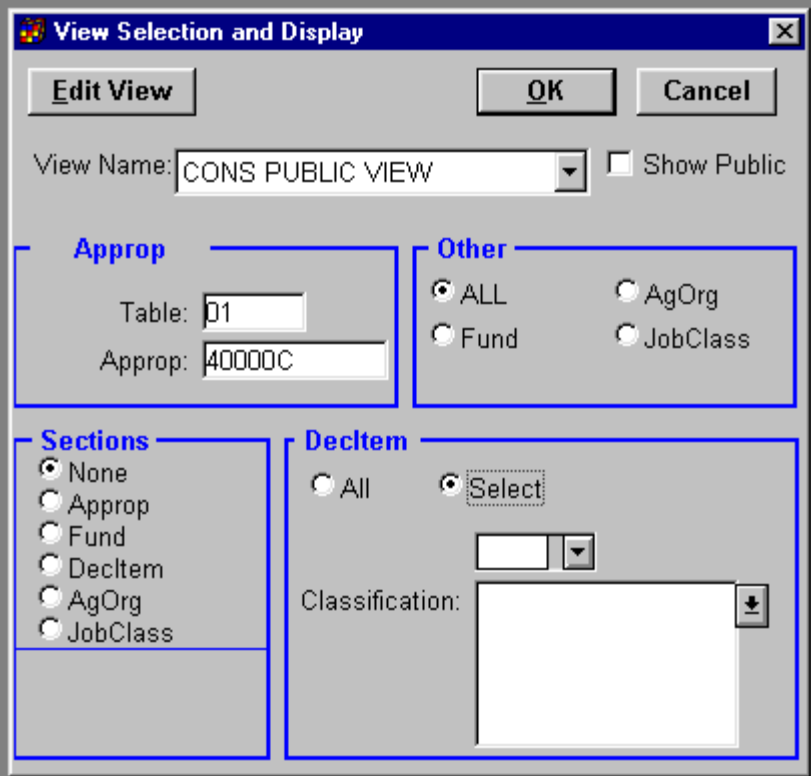
ID	Name
STATE	1 C State
GR	2 C GENERAL REVENUE FUNDS
0101	3 N GENERAL REVENUE
FED	2 C FEDERAL FUNDS
0104	3 N VOCATIONAL REHABILITATION
0105	3 N DEPT ELEM-SEC EDUCATION

If a consolidating level is chosen, the view will include data for that attribute and all of its children.

Selecting Decision Items

The **DecItem** area of the View Selection and Display screen initially contains two selections to create a view. If **Select** is chosen, two more options appear for creating a view.

You can limit the data presented in your view to only certain decision item numbers. This will allow you to segregate Core budget requests from New Decision Items. By default, all decision item numbers are included in your views unless the **Select** radio button in the **DecItem** area is clicked, which brings up the screen shown below:



The dialog box is titled "View Selection and Display". It contains several controls for configuring a view:

- Edit View** button on the left, **OK** and **Cancel** buttons on the right.
- View Name:** A text field containing "CONS PUBLIC VIEW" and a dropdown arrow.
- Show Public** checkbox, currently unchecked.
- Approp** section with a **Table:** text field containing "D1" and an **Approp:** text field containing "40000C".
- Other** section with four radio buttons: **ALL** (selected), **Fund**, **AgOrg**, and **JobClass**.
- Sections** section with six radio buttons: **None** (selected), **Approp**, **Fund**, **Decltem**, **AgOrg**, and **JobClass**.
- Decltem** section with two radio buttons: **All** and **Select** (selected). Below these is a small text field with a dropdown arrow.
- Classification:** A large text area with a dropdown arrow on the right side.

In the Classification selection, you can choose one decision item code, a series of decision item codes or a range of decision item codes to be included in your view. The Decision Item table box directly above the Classification box should be left blank to select Decision Item codes.

Selecting Decision Item Tables

Views can be restricted by data in the Decision Item background tables. You must first select a classification to limit the data. For example, you can select Category as the table to view data.

View Selection and Display

Edit View OK Cancel

View Name: CONS PUBLIC VIEW Show Public

Approp

Table: 01

Approp: 40000C

Other

ALL AgOrg

Fund JobClass

Sections

None

Approp

Fund

Decltem

AgOrg

JobClass

Decltem

All Select

Classification: 7

Table	Description
4	SMR1
5	SMR2
6	SMR3
7	Category
8	ProgTable8
9	ProgTable9

You could then select one or more categories to limit data, such as Pay Plan or Core.

View Selection and Display

Edit View OK Cancel

View Name: CONS PUBLIC VIEW Show Public

Approp

Table: 01

Approp: 40000C

Other

ALL AgOrg

Fund JobClass

Sections

None

Approp

Fund

Decltem

AgOrg

JobClass

Decltem

All Select

Classification: 7

Category

Select Close

Object	Description
0	Unassigned
1	Core
2	Cost-to-Continue
3	Other Mandatories
4	Legislation
5	Pay Plan
6	Enhancements

Section Tabs

The **Sections** area of the View Selection and Display screen contains six selections to create a view. If one of the Chart of

Account elements is chosen, two more options appear to create a view.

Spreadsheet Views allow you to section data by different Chart of Accounts elements. You can then choose to section the data at various levels. For example, sectioning the data by Approp at Level 4 would provide a tab for Statewide Totals and also a tab for each Approp Group. The screens below illustrates this example:

View Selection and Display

Edit View **OK** **Cancel**

View Name: **Division Request {LAW}** ☒ Show Public

Approp

Table: **01**

Approp: **DOAA350000**

Other

☐ ALL ☐ AgOrg

☒ Fund ☐ JobClass

Fund: **0101**

Sections

☐ None ☒ Approp ☐ Fund ☐ DeclItem ☐ AgOrg ☐ JobClass

DeclItem

☐ All ☒ Select

Classification: **0 000001 0000002**

Level: **4**

Type: **Level Description**

- 4 Grouping
- 5 HB Section
- 6 Program
- 7 Approp
- 8 Level 8
- 9 Level 9

The Approp radio button is selected. Level 4 is chosen in the Level box.

The above screen allows you to choose Consolidating or Non-consolidating level Approps. Both can be used to select data at either level. You will receive a tab for every element at the level selected. If there is no data, you will receive a blank tab. You should not section data at the Non-consolidating, unless the data has been limited in the Other section.

Sectioning the data for hierarchical elements (Fund, AgOrg, Approp and Job Class) are all entered as described above. For Decision Item numbers, the data can be sectioned by decision item numbers or by the background tables. If DeclItem is chosen, a tab will be set up for each decision item. If a background table is chosen, a tab will be set up for each element in that table.

Because of the large amount of data, you should always select **None** if the **DeclItem** and the **Other** selections are **ALL**. **Sections** should be only be used if the **DeclItem** and the **Other** selections will filter the data.

View Selection and Display

Edit View OK Cancel

View Name: Division Request {LAW} ☒ Show Public

Approp

Table: D1

Approp: DOAA350000

Other

☐ ALL ☐ AgOrg

☒ Fund ☐ JobClass

Fund: D101

Sections

☐ None

☐ Approp

☐ Fund

☒ Decltem

☐ AgOrg

☐ JobClass

Table: []

Decltem

☐ All ☒ Select

Classification: []

0 000001 0000002

0000003 0000004

0000005 0000006

0000007 0000008

0000009 0000010

Table	Description
1	Category
2	SMR1
3	Agency
4	Rank
5	SMR2
6	ProgTable6

Executing the View

Once you have established the view parameters, the spreadsheet view is created with a single click on **OK**.

While the view is executing, the system will provide you with status updates in the lower left-hand corner of the screen together with a progress bar in the lower right hand corner of the screen.

Using the View

The Title Bar at the top of the screen contains the name of the spreadsheet view together with the top-level organization used to generate the view.

Spreadsheet Tabs appear immediately below the title bar if they are included in the view definition. The first tab will be a summary or consolidation of all the remaining tabs. If more tabs exist than can be displayed on one screen, arrow keys will appear to the left of the first tab. Click on these to scroll through the available tabs until the desired tab is visible.

Spreadsheet View Appearance

You may make a number of changes to the appearance of the view. These changes will be in effect only for this execution of the view, but will print if the view is printed.

File BRASS SBFS Decltem Security Utilities Window Help									
Zoom	◀ ▶	DOAA350000	0101010C	0102010C	0102016C	0102018C	0102024C	0102025C	0102026C
Object	Line Name	Line Name	PY1ACT	BEGCOR	DV	DT			
PS	PERSONAL SERVICES	PERSONAL SERVICES	228,241	241,525		241,525			
EE	EXPENSE & EQUIPMENT	EXPENSE & EQUIPMENT	337,201	356,827	(125,000)	231,827			
PD	PROGRAM SPECIFIC	PROGRAM SPECIFIC							
PI	PROPERTY & IMPROVEMEN	PROPERTY & IMPROVEMEN							
EX	EXPENDITURES	EXPENDITURES	565,442	598,352	(125,000)	473,352			
TRF	TRANSFERS OUT	TRANSFERS OUT	330,750	350,000		350,000			
AO	ALL BUDGET OBJECT CLAS	ALL BUDGET OBJECT CLAS	896,192	948,352	(125,000)	823,352			

Width of Columns

The width of columns can be adjusted by moving the mouse to the very top right hand edge of any column. The mouse shape will change to +. By clicking and holding the left mouse button, you can drag the column width wider or narrower. When the column is the correct width, release the mouse button.

Moving Columns

To move a column, move the mouse to the thin empty band at the top of the column you want to move and single click the left mouse button. The entire column will change color. With the mouse still at the top of the column, click and hold the left mouse button. An indicator will appear at the top and bottom right hand edge of the column. The column can then be relocated by dragging the mouse to the new location and releasing the mouse. The column will move to the new location.

To Remove split from Screen

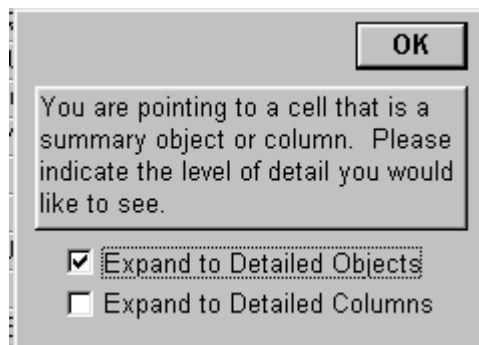
To remove the title split from your view, click between the two bottom scroll arrows and drag the vertical line to the far-left edge. The column width can now be made wider if necessary.

Zooming to Detail

The Zoom Button on a view allows you to drill down to the detailed information that makes up the number. The zoom only works on numbers entered through the system. Numbers interfaced into the budget preparation system, such as Beginning Core, will not be reflected in the zoomed detail.

Object	Line Name	PY1ACT	BEG COR	DV	DT
PS	PERSONAL SERVICES	228,241	241,525		241,525
EE	EXPENSE & EQUIPMENT	337,201	356,827	(125,000)	231,827
PD	PROGRAM SPECIFIC				
PI	PROPERTY & IMPROVEMENT				
EX	EXPENDITURES	565,442	598,352	(125,000)	473,352
TRF	TRANSFERS OUT	330,750	350,000		350,000
AO	ALL BUDGET OBJECT CLASS	896,192	948,352	(125,000)	823,352

If you zoom on a summary object line, you will be asked if you want to **Expand to Detailed Objects**. If you zoom on a summary column, you will be asked if you want to **Expand to Detailed Columns**. If the number is not a summary object or column, this screen will be bypassed and will zoom directly to the audit trail.



Zoom						
State of Missouri Division Request {Zoom} For Object EE, Column DT						
4/20/99 2:48:49 PM Form: d_ss_view_details						
Approp	Fund	Decltem	AgOrg	JobClass	Object	Data
4384	0101	0000003	3502351	0	560	(50,000)
4384						(50,000)
2186	0101	0000006	3502354	0	400	(2,000)
2186	0101	0000003	3503400	0	540	(75,000)
2186	0101	0000006	3502354	0	140	7,500
2186	0101	0000006	3502354	0	160	(7,500)
2186	0101	0000006	3502354	0	220	10,000
2186	0101	0000006	3502354	0	580	(10,000)
2186	0101	0000006	3502354	0	480	2,000
2186						(75,000)
0273	0101	000001	3502361	0	140	35,683
0273	0101	000001	3502361	0	160	17,841
0273	0101	000001	3502361	0	180	17,841
0273	0101	000001	3502361	0	200	89,208
0273	0101	000001	3502361	0	300	53,524
0273	0101	000001	3502361	0	380	35,683
0273	0101	000001	3502361	0	460	10,704
0273	0101	000001	3502361	0	560	24,978
0273	0101	000001	3502361	0	580	53,524

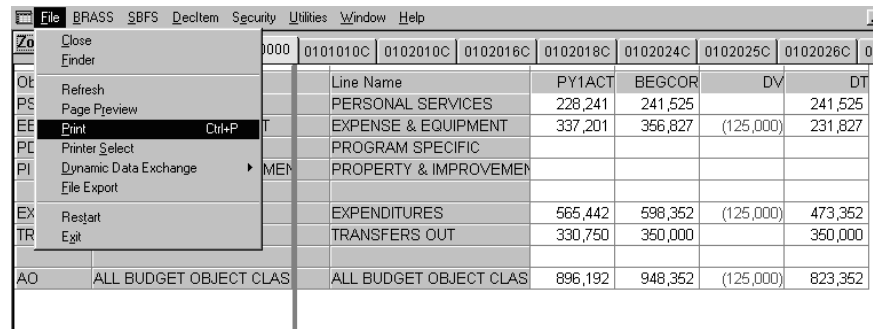
To subtotal by different chart of accounts elements, click on the header line for that column. The data will automatically resort and subtotal by that element.

If you zoom to detailed objects or columns, you will be allowed to further zoom to the audit trail by selected a number and then clicking zoom.

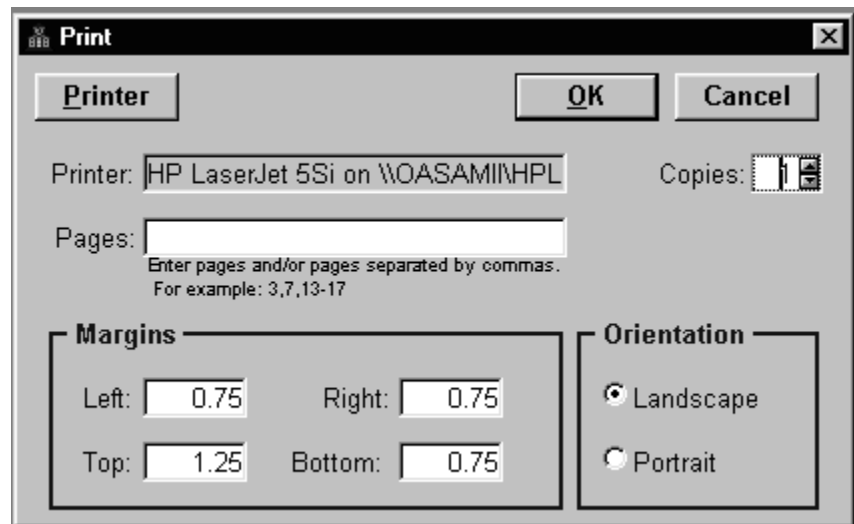
Cell Audit Trail							
State of Missouri Cell Audit Trail Audit trail for Approp 2186, Fund 0101, Decltem 0000003, AgOrg 350 For Object 540, Column DT							
4/20/99 22:48:49 Form: d_ss_view_cell_audit							
Form	Description	Stage	Column	Amount	User	Time Stamp	Reas
Operating-CORE Char	1-Time Lab eqpt	A	DV	(75,000)	AGR	4/14/99 17:11:34	
				(75,000)			

Printing a View

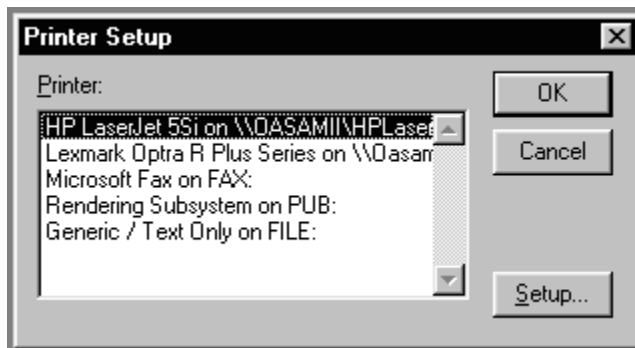
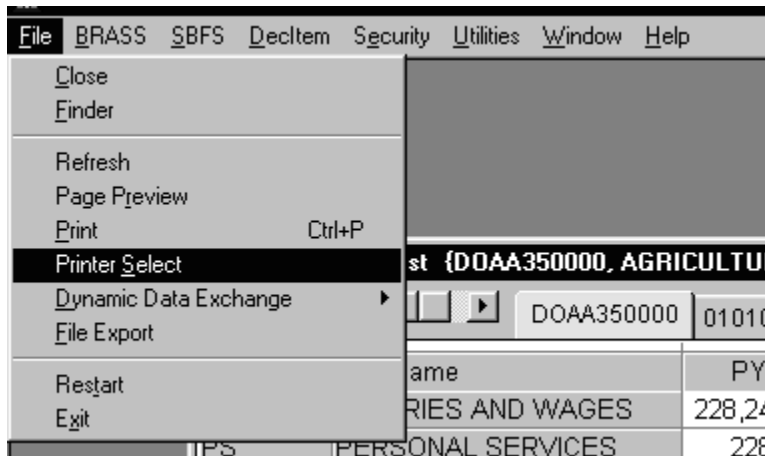
Once a view is displayed on the screen and modified, if you wish, it can be printed to any printer currently defined through your Windows control Panel. In order to print the view currently on the screen, single click on **File** in the BRASS Main Menu Title Bar.



Margins, orientation, and number of copies can be changed before selecting **OK** to print.



To select a printer other than the currently defined default Windows printer, choose **Printer Select** from the File menu to bring up a list of all printers available to you. Select the printer you want by clicking on it from this list.



Once you have selected the desired printer, single click on **OK**.

Refreshing a View

Because data is constantly being updated through Budget Form entry, you may want to refresh a view that has already been executed. To refresh, select **Refresh** from the File menu. You can also select the refresh icon from the toolbar. The numbers will be updated to the most current information.

Test

File BRASS Utilities Window Help

Close
Finder

Refresh
Page Preview
Print Ctrl+P
Printer Select
Dynamic Data Exchange
File Export

Restart
Exit

AW) (DOAA350000, AGRICULTURE)

		GVREC	GVREC FTE	WK1	PY1ACT	BEGCOR
	AL SERVICES	441,525	63	19,546	417,241	441,525
EE	EXPENSE & EQUIPMENT	3,250,550	0	97,517	3,170,337	3,354,850
PD	PROGRAM SPECIFIC	0	0	0	0	0
PI	PROPERTY & IMPROVEMEN	0	0	0	0	0
		0	0	0	0	0
EX	EXPENDITURES	3,692,075	63	117,062	3,587,578	3,796,375
		0	0	0	0	0
TRF	TRANSFERS OUT	350,000	0	10,500	330,750	350,000
		0	0	0	0	0
AO	ALL BUDGET OBJECT CLAS	4,042,075	63	127,562	3,918,328	4,146,375

Exercise 1: Running an Existing Spreadsheet View



Scenario:

You're interested in what was loaded into the budget preparation system as your beginning core.

Complete the following exercise:

Running an Existing Spreadsheet View

- Step 1.** Select **Spreadsheet Views** from **BRASS** menu.
- Step 2.** Click the box for **Show Public**.
- Step 3.** **View Name:** Select from the dropdown menu the spreadsheet view created for you – **DEPT Public View**.
- Step 4.** Complete the **View Selection and Display** screen as follows:
- Approp:** Table: Select default of 01.
Approp: Select your Level 3 consolidating approp code.
- Other:** Click the AgOrg button. Select from the dropdown menu your Level 3 AgOrg code.
- DeclItem:** Select default of **All**.
- Sections:** Select default of **None**
- Click **OK**.